



BUILDING 07-08 ENROLLMENTS FROM AD HOC DATA

SETTING UP SCHOOL CALENDARS

From the **Index**, expand the **System Administration** folder by clicking on the plus (+) sign.

Expand the **Calendar** folder and click **Calendar**.

Choose the 07/08 year from the drop down list.

Select a school.

Enter the school *Start* and *End Dates* (these are the operational dates for the district, not the first and last day of school).

Enter a **Calendar Number**.

Click **Save**.

Repeat steps for all schools in the district.

When all calendars have been configured, return to the 06/07 school year.



ACHIEVEMENT IN MONTANA

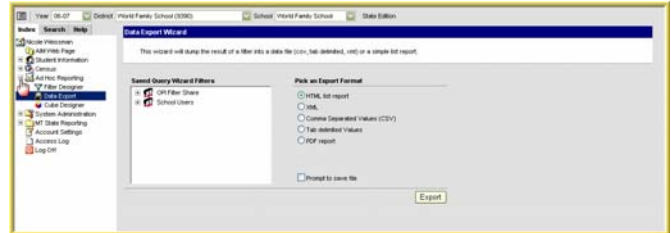
Quick Reference Guide

BUILDING 07-08 ENROLLMENTS FROM AD HOC DATA

GENERATING AD HOC REPORT

From the **Index**, expand the **Ad Hoc Reporting** folder by clicking on the plus (+) sign.

Select **Data Export**.



Expand the **School Users** folder by clicking on the plus (+) sign.

Select **Ad Hoc Query for Enrollment Upload**.

Choose the CSV format.

Click **Export**.

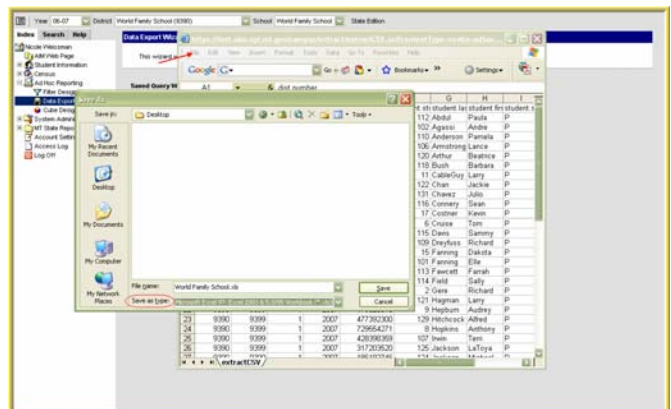


Open the *.csv file when prompted.

Select **File, Save As**.

Under File Type, select Excel (*.xls), give the file any name you wish, and save to your desktop (or any other location).

Close the *.csv file and open the Excel (*.xls) file.





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SETTING UP A FILE UPLOAD FORMAT

In the Excel file, select Data and Sort.

Sort the file by *Grade* and/or *Last Name*.

Click OK.

The screenshot shows an Excel spreadsheet with columns A through Q. The data includes student names, grades, and enrollment dates. A 'Sort' dialog box is open, showing 'Student grade' and 'Student last name' as the sort criteria, both set to 'Ascending'. The 'Sort' button is highlighted.

Verify that all students in grade 12 or UH have graduated.

- Verify that *Diploma Type* and *Diploma Period* have been entered for all graduating students.
- Enter the appropriate *End Status* code for all grade 12 or UH students who did not graduate (*Dropout Reason* codes are required for dropouts).

The screenshot shows an Excel spreadsheet with columns A through Q. The data includes student names, grades, and enrollment dates. The 'End Status' column is highlighted in green, indicating that it has been selected for editing.

Delete the lines for all grade 12 students not returning for the 07-08 school year.

Verify that all students in grades KG thru 11, UE or UM are enrolling for the 07-08 school year.

- Change *End Status* codes for students who are changing schools within a district (example: 8th grade students moving to middle school)
- Change *End Status* codes in AIM for students who are not returning.
- Delete the lines students not enrolling for the 07-08 school year.

The screenshot shows an Excel spreadsheet with columns A through Q. The data includes student names, grades, and enrollment dates. The 'End Status' column is highlighted in green, indicating that it has been selected for editing.



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SETTING UP A FILE UPLOAD FORMAT

NOTE: See Special Instructions below for instructions on how to enroll 8th grade students moving to 9th grade (for schools with separate K-8 and 9-12 districts).

Add a new column for 07-08 grade level and enter the grade levels for those students.

Delete the old grade level column.

Change school code numbers for students who have changed schools (Example: 6th/7th grade students moving to middle school or 9th grade students starting high school).

Verify that the Calendar Number is correct for the school that the student is being enrolled into (should be the same as the Calendar Number(s) established at the beginning of this Quick Reference Guide).



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SETTING UP A FILE UPLOAD FORMAT

Change Start Date and Start Status for all students:

- Students moving to another grade in the same school – 02 Continued enrollment same school, no interruption
- Students moving to another school in the same system – 04 Transfer from public school in district or state

Delete End Date and End Status codes (data only – not columns).

Change the Calendar End Year to the new school year, 2008.

Insert a column before column A (District Number).

Copy and paste EN (for enrollment record) into all cells in that column. (type EN in the first line and copy and paste into all enrollment records).



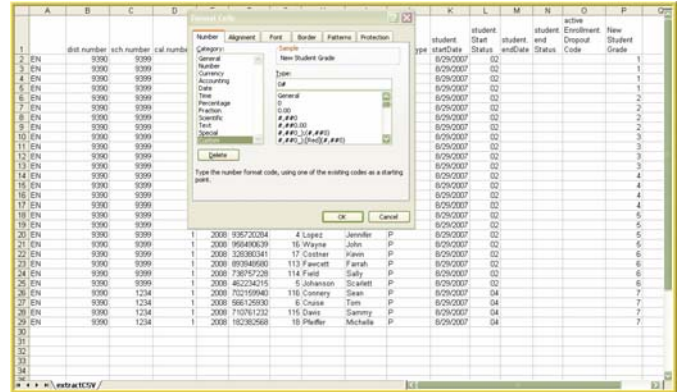
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SETTING UP A FILE UPLOAD FORMAT

***HINT:** To format columns requiring zero padding (Start Status, Grade Level) highlight the column and right click. Select Format Cells. On the Number tab, click Custom. Enter 0# (number zero and pound sign). Click OK.

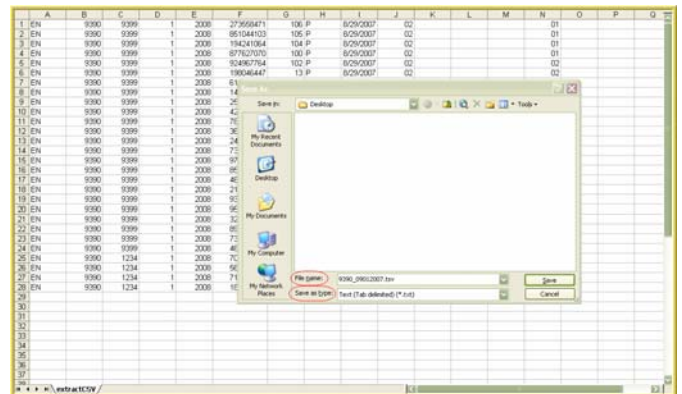


Delete the header row and the First and Last Name columns.

Select File, Save As.

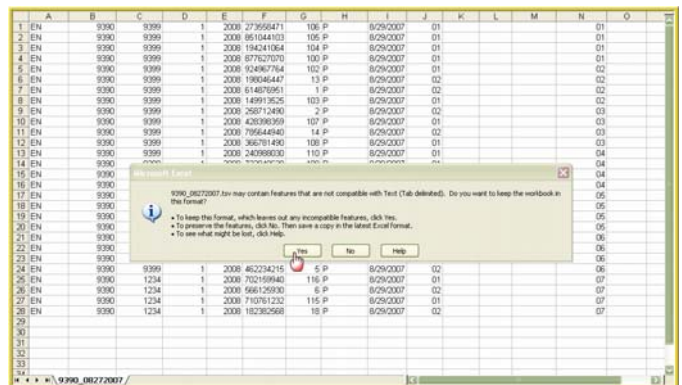
Select Text (Tab delimited)(* .txt) from the Save as Type.

File name should be the LE number (no leading zeros) underscore and date (no punctuation).



When asked if "you want to keep the workbook in this format?", click **Yes**.

Exit the application **without** saving changes.





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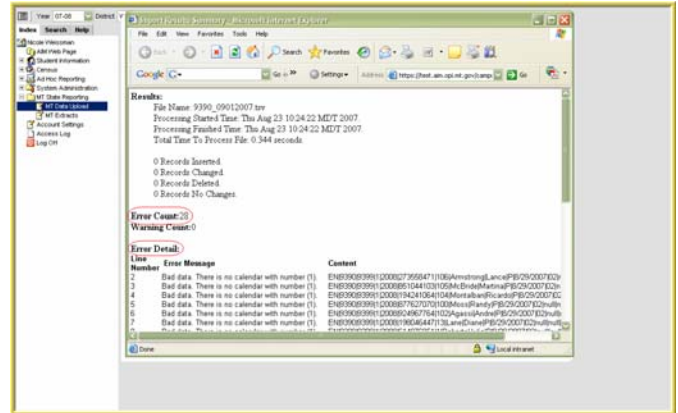
BUILDING 07-08 ENROLLMENTS FROM AD HOC DATA

UPLOADING ENROLLMENT INFORMATION

An Import Results Summary window will open.

If there are any errors in the file they will be listed by line number.

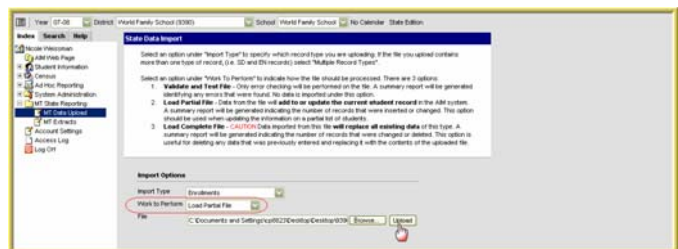
Correct errors and re-test the file.



Once the Import Results Summary returns zero errors, change the Work to Perform to Load Partial File.

Browse for the file *.tsv file.

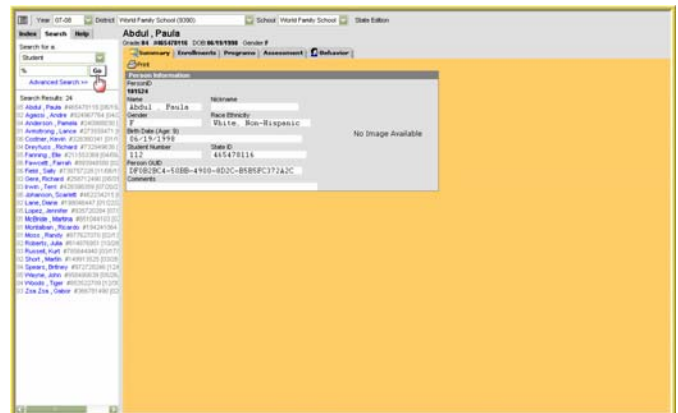
Click Upload.



The file should upload successfully.

Click Search and type a percentage (%) symbol in the search box.

Click Go.





BUILDING 07-08 ENROLLMENTS FROM AD HOC DATA

UPLOADING ENROLLMENT INFORMATION

Verify the student enrollments for that school.

If you uploaded multiple schools, repeat this check for every school you uploaded.



BUILDING 07-08 ENROLLMENTS FROM AD HOC DATA

SPECIAL INSTRUCTIONS FOR 8TH GRADE STUDENTS IN K-8 DISTRICTS

If there are separate districts for K-8 and 9-12 you will not be able to directly change grade levels for the 8th grades students. If you have rights to upload to the high school district, follow the instructions below.

If you do not have access to the high school district, that district will need to use either the Student Locator or the Demographic and Enrollment File Uploads to enroll those students.

Select the 06-07 school year and the 7-8 school from the drop-down lists.

From the **Index**, expand the **Ad Hoc Reporting** folder by clicking on the plus (+) sign.

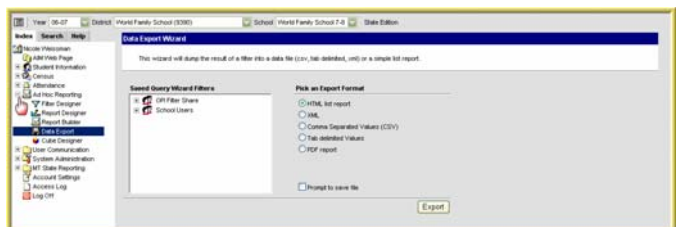
Select **Data Export**.

Expand the **School Users** folder by clicking on the plus (+) sign.

Select **Ad Hoc Query for Enrollment Upload**.

Choose the CSV format.

Click **Export**.





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BUILDING 07-08 ENROLLMENTS FROM AD HOC DATA

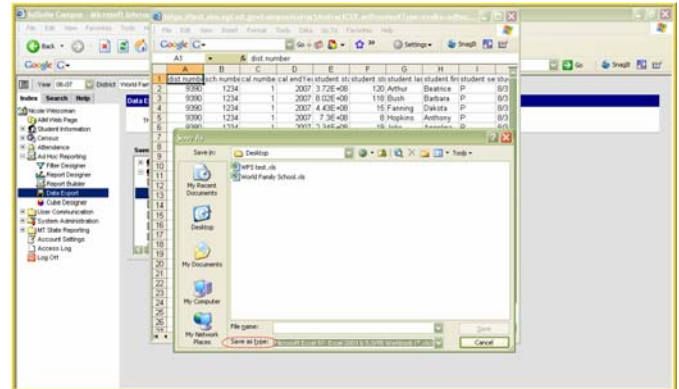
SPECIAL INSTRUCTIONS FOR 8TH GRADE STUDENTS IN K-8 DISTRICTS

Open the *.csv file when prompted.

Select **File, Save As.**

Under File Type, select Excel (*.xls), give the file any name you wish, and save to your desktop (or any other location).

Close the *.csv file and open the Excel (*.xls) file.



Sort the file by Grade and Last Name.

Highlight the students currently in grade 8.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																
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BUILDING 07-08 ENROLLMENTS FROM AD HOC DATA

SPECIAL INSTRUCTIONS FOR 8TH GRADE STUDENTS IN K-8 DISTRICTS

Cut and paste the records into the new worksheet of the Excel file.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
9390	9399	1	2007 3 7 2007	120	Arthur	Swain	P	8/20/2006	1	6/5/2007	100					
9390	9399	1	2007 7 30 2007	8	Hopkins	Anthony	P	9/1/2006	2	6/5/2007	100					
9390	9399	1	2007 3 28 2007	119	Martinez	Berry	P	8/20/2006	1	6/5/2007	100					
9390	9399	1	2007 1 9 2007	20	Pitt	Brad	P	9/1/2006	2	6/5/2007	100					

Follow the instructions above for verifying student enrollments and for changing Grade level, School Code, Start Date, Start Status.

Change the District Number to the high school district number.

Add the column for Record Type and verify the formatting of the columns with leading zeros (see hint above).

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
EN	9390	9399	1	2007 3 7 2007	120	Arthur	Swain	P	8/20/2006	1	6/5/2007	100					
EN	9390	9399	1	2007 7 30 2007	8	Hopkins	Anthony	P	9/1/2006	2	6/5/2007	100					
EN	9390	9399	1	2007 3 28 2007	119	Martinez	Berry	P	8/20/2006	1	6/5/2007	100					
EN	9390	9399	1	2007 1 9 2007	20	Pitt	Brad	P	9/1/2006	2	6/5/2007	100					

Under Save as Type, select Text (Tab delimited) (*.tsv).

Name the file LE number (of the high school district) underscore and date (no punctuation).

Select **Yes** for formatting and save **without** changes.

Open the *.tsv file and add the header row as indicated above (HD *tab* date *tab* time *tab* version).

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
EN	9390	9399	1	2007 3 7 2007	120	Arthur	Swain	P	8/20/2006	1	6/5/2007	100					
EN	9390	9399	1	2007 7 30 2007	8	Hopkins	Anthony	P	9/1/2006	2	6/5/2007	100					
EN	9390	9399	1	2007 3 28 2007	119	Martinez	Berry	P	8/20/2006	1	6/5/2007	100					
EN	9390	9399	1	2007 1 9 2007	20	Pitt	Brad	P	9/1/2006	2	6/5/2007	100					





BUILDING 07-08 ENROLLMENTS FROM AD HOC DATA

SPECIAL INSTRUCTIONS FOR 8TH GRADE STUDENTS IN K-8 DISTRICTS

Log in to the high school district.

Select the 07-08 school year and upload the file as indicated above.

Return to the Excel file and delete the blank rows from the original worksheet.

Using the instructions above enroll the grade 7 students into the 7-8 school.